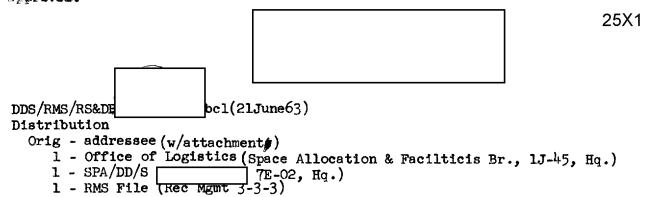
Security Office, Physical Security Division

21 June 1963

Chief Records Management Staff/DDS

Secure Area for FI/Division D

- 1. In compliance with your request, this office has reviewed the attached proposal.
- 2. A physical inspection of the area involved indicated that conversion of these rooms into a secure area would result in the following:
 - a. Reduce filing equipment costs about \$9,200 through the substitution of sections of shelf files for 19 safes.
 - b. Decrease floor space requirements for filing equipment by approximately 75%.
 - c. Permit the use of shelf files and file cabinets for storage of all materials and the return to stock of 19 four-drawer combination lock safes.
- 3. As the establishing of the proposed area will increase the efficiency of the office, result in a more economical means of filing records and permit for expansion, I recommend that this request be approved.



SEGRET

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